

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST MULTI-DEPARTMENTAL PROMOTIONAL EXAMINATION JY35/5393

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**EXAMINATION TYPE:** This is a multi-departmental promotional examination. Competition is limited to State employees who have a permanent civil service appointment with one of the departments listed below. Under certain circumstances, other employees may be allowed to compete. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

Health and Human Services Agency  
Department of Aging  
Department of Alcohol and Drug Programs  
Department of Child Support Services  
Department of Community Services Development  
Department of Developmental Services  
Department of Health Services  
Department of Mental Health  
Department of Rehabilitation  
Department of Social Services  
Emergency Medical Services Authority  
Managed Risk Medical Insurance Board  
Office of Statewide Health Planning and Development  
Office of Systems Integration

**WHO SHOULD APPLY:** Applicants who have a permanent civil service appointment with one of the departments listed above and meets the minimum qualifications as stated below may apply and take this examination.

**HOW TO APPLY:** DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE ASSOCIATE GOVERNMENTAL PROGRAM ANALYST EXAMINATION IS CONTAINED IN THE INTERNET PROCESS. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications on-line. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be allowed to select a time to take the test. **Please print the Notice to Appear for Written Test and bring it along with a photo identification card to the written test site.**

**The Final Filing Date is June 22, 2006.**

**The Written Test Date is Saturday, July 29, 2006.**

**Multiple test site locations will be scheduled throughout the State.**



If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Social Services for this information. The State Personnel Board and the Department of Social Services do not maintain an up-to-date list of library locations. The State Personnel Board's Service Center, located at 801 Capitol Mall, Sacramento, CA 95814, does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you.

## INSTRUCTIONS:

To apply and be scheduled for this examination on the Internet, connect to:

**GO TO:** [http://www.spb.ca.gov/Employment/CFSEpromotional\\_exam.htm](http://www.spb.ca.gov/Employment/CFSEpromotional_exam.htm)

**CLICK ON:** Take or Schedule an Exam

**CLICK ON:** Associate Governmental Program Analyst

## FOLLOW THE ON-LINE DIRECTIONS

Please note that the Internet system will be unavailable on Tuesday's between 7:00 a.m. and 1:00 p.m., Pacific Standard time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time, as your record will **NOT** be processed. It takes approximately one-half hour to complete the Application and scheduling process on the Internet. If you begin before 7:00 a.m. on a Tuesday, be sure to allow sufficient time to complete the process.

**SPECIAL TESTING ARRANGEMENTS:** If you have a disability and need special testing arrangements, call the Department of Social Services at (916) 654-9563, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

**SALARY; \$4,111 - \$4,997**

**REQUIREMENTS FOR ADMITTANCE TO EXAMINATION:** All applicants must meet the education and/or experience requirements as stated on this examination announcement by July 29, 2006, the Written Test Date. Submitting an application for this examination indicates that you have read, understood, and possess the minimum qualifications as required.

**MINIMUM QUALIFICATIONS:** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

### Either I

One year of experience performing the duties of a Staff Services Analyst, Range C. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

### Or II

**Experience:** Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. (Experience in California State service applied toward this pattern must include at least one year in a class at a level of responsibility equivalent to that of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or related field may be substituted for six months of the required non-supervisory experience.)

### AND

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**EXAMINATION INFORMATION:** This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

### WRITTEN TEST SCOPE:

1. Written Communication
2. Arithmetic Calculations
3. Analyzing, Interpreting, and Applying Written Material
4. Situational Workplace Scenarios

**ELIGIBLE LIST INFORMATION:** Separate promotional eligible lists will be established for each participating department. All successful candidates will be ranked on their department's eligible list according to their final scores. Each departmental promotional eligible list will expire 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

**POSITION DESCRIPTION:** An Associate Governmental Program Analyst performs a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; conducts and/or reviews analytical studies and surveys; formulates procedures, policies and program alternatives; makes recommendations on a broad spectrum of administrative and program-related problems; reviews and analyzes proposed legislation and advises management on the impact or potential impact; participates on or acts as team, conference, or task force leaders on larger studies; coordinates the efforts of representatives of various governmental agencies; and represents the State or given department as assigned.

Positions are located statewide with the departments listed on this examination announcement.

**VETERANS' PREFERENCE:** Veterans Preference credit is not granted in promotional examinations.

**QUESTIONS?** If you have any questions concerning this announcement, please contact:

Department of Social Services  
744 P Street  
P.O. Box 944243, Sacramento, CA 94244-2430  
(916) 654-9563 – TTY (916) 654-6336  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)  
TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## GENERAL INFORMATION

It is the candidate's responsibility to ensure that they have printed a copy of their Notice to Appear for Written Test and take it with them to the test site. Duplicate Notices to Appear for Written Test will not be provided for this examination.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application, which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.